

# Pennsylvania Automated Surplus System Updated Interface Mapping

On February 10, 2023, the Pennsylvania Automated Surplus System (p.a.s.s.) user interface (UI) will be updated.

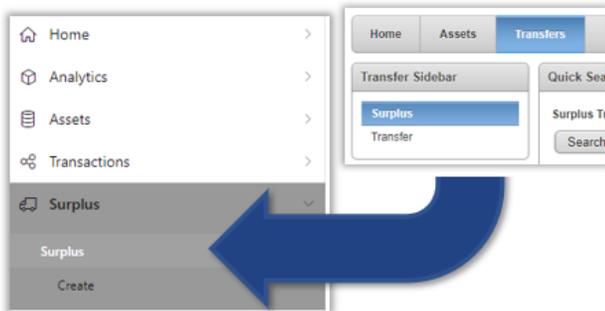
## Menu Navigation

Navigation across menus now occurs along the left side of the page



## Surplus Requests

Surplus requests are entered and managed under the **Surplus** menu



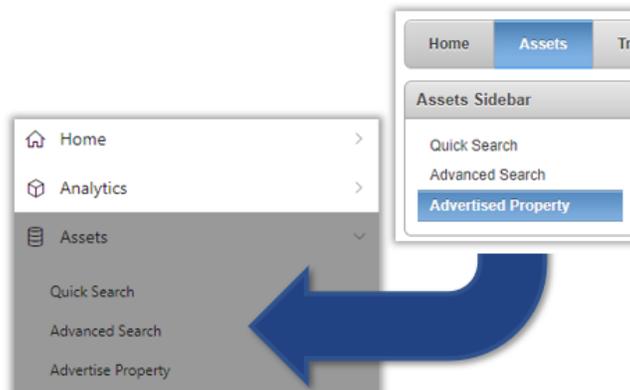
## Agency-to-Agency Transfers

Agency-to-Agency transfers are entered and managed under the **Transactions > Ownership Transfers** menu



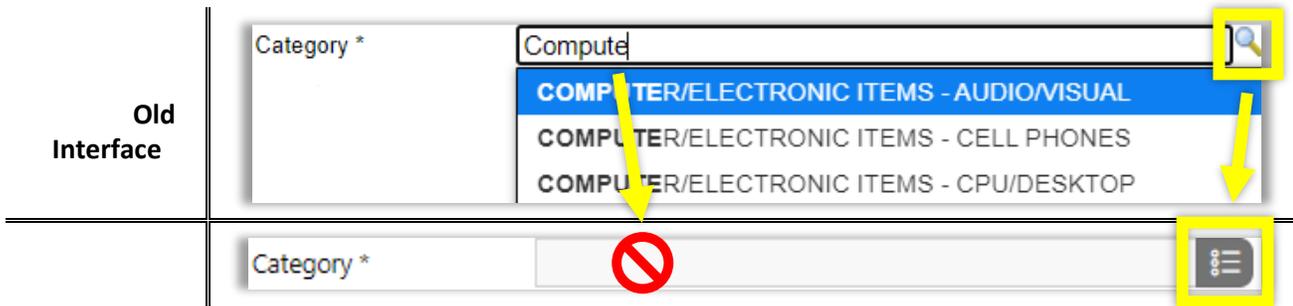
## Advertised Property

Advertised Property is available under the **Assets** menu



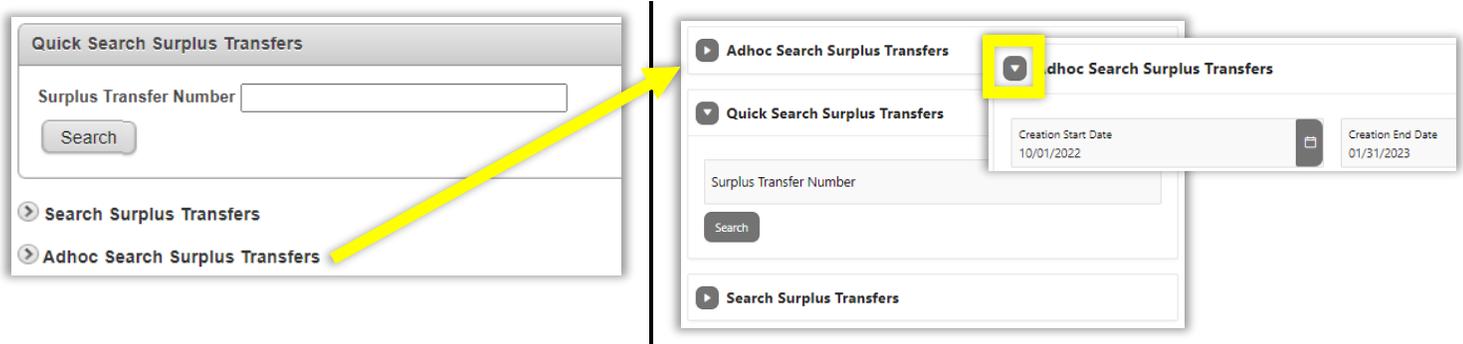
## List Fields

In the prior interface, selection fields across the application could be searched by typing directly into the field or clicking on the magnifying glass icon to the right. After the update, click the list icon to search.



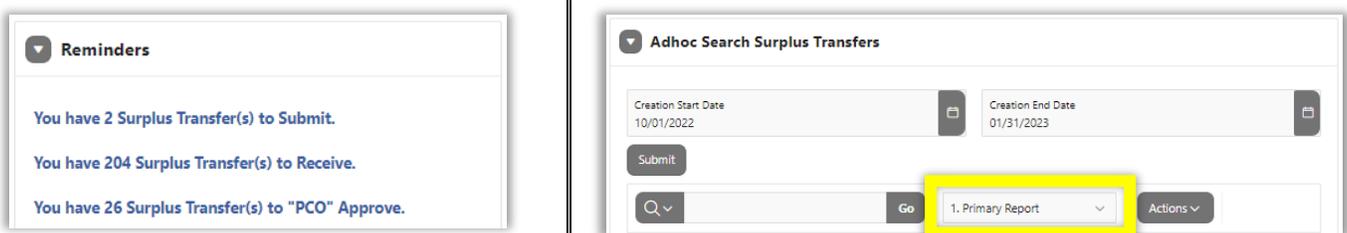
## Search Order

In the prior interface, the search page of most modules defaulted to **Quick Search**. **Adhoc Search** is now the default. Use the arrow button to the left of each area to expand or collapse the search fields to make it easier to navigate the page.



## Reminders

Newly added to p.a.s.s., the **Reminders** section on the **Home** page quickly shows counts of your pending activities. Clicking a reminder link opens the **Adhoc Search** page for the corresponding module.



**Note:** Adhoc Search defaults the dates and report filters to **Primary Report** or the last changes the user made to the search fields. Users may need to increase the date range or adjust the report filter to see the results that match the reminder counts.